

## **TERSO PRIVACY POLICY**

Revised October 31, 2017

Terso Solutions, Inc. is committed to protecting your privacy and creating a safe online experience. Terso Solutions is greatly sensitive about the confidentiality of your information and believes in the protection of your confidentiality to be one of Terso Solutions' most significant responsibilities. As such, Terso Solutions has adapted this privacy policy which applies to the Terso Solutions, Inc. website and all other websites owned by Terso Solutions and governs data collection and usage. By using the Terso Solutions, Inc. website you consent to the data practices described in this statement of privacy.

### **Collection of Personal Information**

Terso Solutions collects personally identifiable information, such as your email address, first and last name, phone number, and company name. Terso Solutions also collects anonymous website analytics related to demographic information, which is not unique to you, such as user ZIP code, age, gender, interests, preferences, and web activity.

There is also information about your computer hardware and software that is automatically collected by Terso Solutions. This information can include your IP address, browser type, domain names, access times, and referring website addresses. Terso Solutions uses this information for the operation of the website, and to maintain quality of service and provide statistics about the usage of the Terso Solutions website.

Terso Solutions encourages you to review the privacy statements of websites you choose to link to from Terso Solutions so that you can understand how those websites collect, use, and share your information. Terso Solutions is not responsible for the privacy statements or other content on websites outside of the Terso Solutions website.

### **Use of Your Personal Information**

Terso Solutions collects and uses your personal information to operate Terso Solutions' website and deliver the services requested. Terso Solutions also uses your personally identifiable information to inform you of other services and updates from Terso Solutions and its partners. Terso Solutions may contact you via surveys to conduct research about your opinion of current services and products or potential new services and products.

Terso Solutions does not sell, rent, or lease its customer list to third parties. Terso Solutions does not use or disclose sensitive personal information. Terso Solutions keeps track of the websites and pages our users visit in order to determine what services and products are the most popular. This data is used to deliver customized content.

In addition, when visiting the Terso Solutions website, Terso Solutions may place a "cookie," a small computer file, on the visitor's computer to help Terso Solutions recognize and serve consumers better upon return visits to the website. Terso Solutions keeps this information to make it easier for the user to utilize the website. Users may delete the cookie from their computer without substantially impairing their use of the website. We also collect information submitted by job applicants.

Terso Solutions uses personal information such as email address, first and last name, and company name when sending email communications regarding products, trends, events, and company news. You have the opportunity to opt out of receiving communications from Terso Solutions when you receive an email communication from Terso Solutions. Recipients will find instructions for unsubscribing in every marketing email received.

Terso Solutions will only disclose your personal information, without notice, if required to do so by law or in the belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Terso Solutions or the website; (b) protect and defend the rights or property of Terso Solutions; and (c) act under exigent circumstances to protect the personal safety of Terso Solutions, or the public.

Your contact information is used to contact you when necessary.

### **Security of your Personal Information**

Terso Solutions secures your personal information from unauthorized access, use, or disclosure. Terso Solutions secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure.

### **Changes to this Statement**

Terso Solutions will occasionally update this statement of privacy to reflect company and customer feedback. Terso Solutions encourages you to periodically review this statement to be informed of how Terso Solutions is protecting your information. Terso Solutions welcomes your comments regarding this statement of privacy.

If you have questions about this privacy policy, subsequent revisions to our privacy policy, or our practices, please email [support@tersosolutions.com](mailto:support@tersosolutions.com).